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OC-0608-84
5 July 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: William F. Donnelly
Director of Communications

SUBJECT: Weekly Report

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1. The Office of Communications is exploring the possibility of a special running for its personnel of the OEE0-sponsored Urban Awareness Program conducted [redacted]

[redacted] This would take place in the early fall at the Xerox International Training Center in Leesburg, Virginia.

2. Reduction of hard copy message requirements as a result of the SAFE program and recent Automatic Printing and Reproduction System (APARS) enhancements have significantly decreased paper useage. Through April 1984, Main APARS used approximately 2.5 million sheets of paper per month. Since May 1984, this requirement has been reduced to approximately 1.6 million sheets per month.

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